

June 12, 2014

Contact Name  
Address  
Address2  
City, State/Province  
Zip/Postal Code

**OBJECT: REQUEST FOR REPLACEMENT OF CHECK ON PENDING ORDER**

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Dear [CONTACT NAME],

This notice is to acknowledge the receipt of your check for your pending order of [PRODUCTS AND QUANTITY]. Thank you very much.

Unfortunately, it appears that this check is not drawn in accordance with our contractual terms for payment and we are, therefore, returning it to you.

Would you please authorize the issuance of a replacement check in accordance with the provisions for payment, which are [DESCRIBE]?

We are most anxious to deliver your [SPECIFY] and will be looking forward to hearing from you in the near future.

Sincerely,

Your name  
Your title  
(800) 123-4567  
youremail@yourcompany.com